



City of Morgan Hill Employment Application

City of Morgan Hill Human Resources Office, 17555 Peak Avenue, Morgan Hill, CA 95037
Office: 408.779.7278 Job Hotline: 408.779.7276 Fax: 408.779.0183 TDD: 408.776.7381 <http://www.morgan-hill.ca.gov>

Instructions to Applicants:

1. A separate application is required for each position for which you apply.
2. Type or print in ink. Incomplete or illegible applications *will not* be considered.
3. Inform the Human Resources Office of any change of address; otherwise you may lose your opportunity for employment.
4. Materials submitted with the application *will not* be returned.
5. The application **MUST** be completed. A resume *will not* be accepted instead of the completed application.
6. Applicants with disabilities: If you need assistance in the application process, please contact the Human Resources Office as soon as possible.

For Office Use Only

Date Received: _____

By: _____

PERSONAL INFORMATION

Position Applying For: _____

Full Name: _____ Social Security Number: _____
Last First Middle

Mailing Address: _____
Street City State Zip Code

Day Phone: () _____ Evening Phone: () _____

Are you over 18? _____ Yes _____ No: If No, can you submit a work permit if hired? _____ Yes _____ No
Police Officer applicants only: What is your date of birth? _____

Driver's License Number: _____ State: _____ Expiration Date: _____

Are you a U.S. citizen or do you have the right to work permanently in the U.S.? _____ Yes _____ No

Languages you speak *fluently* other than English: _____

Were you referred to this job opening by a current City of Morgan Hill employee? (if yes, state whom): _____

Please answer the following questions. "Yes" answers are not necessarily disqualifying.

	YES	NO	COMMENTS
Have you ever been convicted of any offense other than a driving violation? If yes, list offense and date under "Comments."			
Have you ever been convicted of reckless driving or driving under the influence of alcohol/drugs OR has your driver's license ever been suspended or revoked? If yes, list offense and conviction date under "Comments."			
Were you ever discharged from employment or forced to resign? If yes, explain.			
Are you now or have you ever been employed by the City of Morgan Hill? Do you have a relative who is an official or employee of the City of Morgan Hill? If yes, explain.			

EDUCATION

College/University	Date Graduated	Degree Received	Major Subjects	Sem. Units	Qtr. Units

High School: _____ Did you graduate? _____ Yes _____ No _____ GED

JOB RELATED TRAINING

Describe any job-related skills, knowledge, special training, certificates or licenses you possess. (Attach additional sheets if needed)

WORK EXPERIENCE

List your most recent employment or related volunteer work *first* and account for all time periods during the last 10 years. List each change in title or promotion separately. If you need additional space, make copies of this page prior to completing it. ***A resume will not substitute for the information required in this section.***

From: mo./yr.	Employer	Title of Your Present Position	Number You Supervised
To: mo./yr.	Address		Name of Supervisor and Phone Number
Total Time	Duties		
Hours per week			
Final Salary	Reason for Leaving		

From: mo./yr.	Employer	Title of Your Position	Number You Supervised
To: mo./yr.	Address		Name of Supervisor and Phone Number
Total Time	Duties		
Hours per week			
Final Salary	Reason for Leaving		

From: mo./yr.	Employer	Title of Your Position	Number You Supervised
To: mo./yr.	Address		Name of Supervisor and Phone Number
Total Time	Duties		
Hours per week			
Final Salary	Reason for Leaving		

CERTIFICATE OF APPLICANT: I certify that the information contained in this application for employment is true and complete to the best of my knowledge. I understand that any misrepresentation or deliberate omission of a material fact in my application may disqualify me from the application process or terminate my employment. I agree to undergo a physical examination by a City physician, including drug testing, if offered employment. I further agree to furnish proof of age, education, and legal right to work in this country if required as a condition of employment. I authorize the employers, schools or persons named in my application documents to give any additional information regarding my qualifications and character, and release them from any liability for any damages whatsoever for issuing this information to the extent permitted by law.

Signature (Required)

Date